

COMMUNITY OUTREACH PROJECT LIAISON

Recruitment #1510-4434-001

List Type Exempt

Requesting Department DEPT OF CITY DEVELOPMENT

Open Date 10/2/2015 11:59:00 PM

Filing Deadline 10/23/2015 11:59:00 PM

HR Analyst La'Neka Horton

INTRODUCTION

This Position is Exempt From Civil Service

Appointment and continued employment is at the pleasure of the Commissioner of the Department of City Development.

PURPOSE

The Community Outreach Project Liaison heads the Community Outreach Program on behalf of the Neighborhood Improvement Development Corporation to create a bridge between the community (including residents, neighborhood organizations, real estate professionals, lenders and other community stakeholders) and its housing and neighborhood development programs.

ESSENTIAL FUNCTIONS

- Support the goals of the City's Targeted Investment Neighborhoods (TINS) including providing support and technical assistance to participating neighborhoods.
- Manage the Community Improvement Projects grant program.
- Integrate community outreach activities into housing and economic development programs and activities.
- Act as liaison between community groups, residents, and local government agencies.
- Work with neighborhood residents and community organizations to identify issues and develop strategies to collectively address them.
- Identify, empower, and train neighborhood leaders who will address neighborhood challenges and implement improvement projects.
- Work with Community-base Organizations (CBO) and others to enhance resident involvement in targeted neighborhoods.
- Prepare reports relating to program activities and accomplishments.
- Direct the work of temporary staff and/or intern.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in business administration, public administration, public policy, or a closely related field.
2. Two years of experience working in community or neighborhood development.
NOTE: Equivalent combinations of education and experience may be considered.
3. Valid Driver's License and properly insured vehicle to be used on the job at time of appointment and throughout employment.
 - **IMPORTANT NOTICE:** To receive credit for college, transcripts are required and must be received by the application closing date. College transcripts must be submitted with your resume and cover letter. Resumes without transcripts attached will be considered incomplete and will be rejected.
 - Your transcripts must be legible and include the following information: The university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

Community Outreach Project Liaison (DCD)

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Thorough knowledge of community organizing and leadership development.
- Familiarity with City neighborhoods and their housing needs.
- Expertise in public relations and effective community outreach.
- Ability to communicate orally in a clear and concise manner.
- Planning, coordinating and time management skills.
- Ability to build and maintain good working relationships with multi-cultural and multi-discipline staff and other internal and external departments and agencies.
- Ability to complete multiple projects simultaneously.
- Ability to complete work efficiently and effectively in order to meet deadlines.
- Ability to work independently.
- Ability to prepare written reports and other correspondence used for clear and concise communication of information.
- Advanced proficiency in the use of Microsoft Office (Microsoft Word, Excel, and Outlook) and other database applications.

CURRENT SALARY

The current starting salary (PG 2FX) for City of Milwaukee residents is \$48,294 annually, and the non-resident starting salary is \$47,109. Appointment above the minimum is possible.

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes Defined Benefits Pension Plan, 457 Deferred Compensation Plan, Health and Dental Insurance, Long Term Disability Insurance, Group Life Insurance, Tuition Benefits, Paid Vacation, 11 Paid Holidays, Paid Sick Leave and other paid leaves.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: training and experience evaluation, written, oral or performance tests or other assessments methods. The Department of City Development reserves the right to call only the most qualified candidates to the examination. Oral examinations may include written exercises.

- **NOTE:** The city's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414)286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

ADDITIONAL INFORMATION

Application Procedure:

- Email Cover Letter, Resume and Transcripts to Judith.allen@milwaukee.gov with "Community Outreach Project Liaison" in the subject line.
- No Cover Letters or Resumes will be accepted if not sent by email.
- Deadline for submission is **October 23, 2015**.